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**From:** Marinucci, Cecilia (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=CECILIA.MARINUCCI]  
**Sent:** 6/5/2012 6:00:28 PM  
**To:** Corbett, Kate (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Kate.Corbett]  
**Subject:** RE:

Yes payroll changed your step date to reflect the time you were off payroll after your [REDACTED]. This was done in April you did receive your step last year while on [REDACTED]. When you asked the question in March the date had not been changed in the system. You can contact the payroll office if you do not agree with this. Sue Hebert is the head of payroll and can be reached @ 617-348-5313. The system is running payroll today so I can not see what the new date is.

Thanks  
Cecilia

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**From:** Corbett, Kate (DPH)  
**Sent:** Tuesday, June 05, 2012 1:38 PM  
**To:** Marinucci, Cecilia (DPH)  
**Subject:** RE:

Hi Cecilia,

I never received my step that you said I would get on May 5. Do you know why it has yet to appear in my check?

Thanks,  
Kate

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**From:** Marinucci, Cecilia (DPH)  
**Sent:** Friday, March 30, 2012 9:07 AM  
**To:** Corbett, Kate (DPH)  
**Subject:** RE:

Hi Kate,

Your step will be on May 5. You have 1 times your salary for optional life. The max is 8 times your salary. You can change it anytime attached is the form to do that.

Cecilia

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**From:** Corbett, Kate (DPH)  
**Sent:** Friday, March 30, 2012 8:50 AM  
**To:** Marinucci, Cecilia (DPH)  
**Subject:**

Hi Cecilia,

I have a couple questions that I was hoping you could answer. First can you tell me when I will receive my step raise? I know since I was off the payroll while on [REDACTED] has changed but I can't figure out when I will receive it.

Second, I was wondering if I am able to change my life insurance or do I have to wait until the open enrollment period? Could you also tell me what the maximum is for that and how much I currently have for life insurance?

Thanks,

Kate Corbett  
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